

POSITION TITLE: MANAGER IV –
Private Facility Contract Monitoring/Oversight

SALARY GROUP: B25

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 034003

Performs advanced managerial work administering the daily operations and activities of an agency program. Work involves establishing goals and objectives; developing guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff in the program area; plans, implements, coordinates, monitors, and evaluates policies and procedures; oversees the development of guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
- B. Oversees the establishment of goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; manages evaluation activities; confers with staff on operational problems; and identifies areas in need of change and makes recommendations to improve operations.
- C. Oversees the administration of contracts and the preparation of management and productivity reports and studies; oversees the preparation of and evaluates the need for contract modifications; and oversees special investigations, internal audits, and research studies.
- D. Oversees the development, review, revision, and implementation of legislation; represents the program areas at meetings, hearings, conferences, and seminars or on boards, panels, and committees; and testifies at hearings and legislative meetings.
- E. Plans, assigns, and supervises the work of others; and provides technical guidance in the program areas.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Finance, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required nine years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Nine years full-time, wage-earning criminal justice, program administration, or public administration experience to include four years in the supervision of employees.
3. Contract management or contract monitoring experience preferred.
4. Governmental program experience preferred.

B. Knowledge and Skills

1. Knowledge of the public administration and management principles and practices.
2. Knowledge of applicable local, state, and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to manage program activities.
5. Skill to establish goals and objectives.
6. Skill to develop and evaluate administrative policies and procedures.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in public address.

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12. Skill to review technical data and prepare technical reports.

13. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.